

SAM—RECORDS MANAGEMENT

RECORDS RETENTION SCHEDULES

1615

(Reviewed 6/2015)

After you complete the Records Inventory ([STD. 70](#)), you must list your records on a Records Retention Schedule, [STD. 73](#). This form is used as a basis for the designation of records to be retained, transferred, or destroyed in a particular records series. It also serves to identify vital, confidential, and public records. See the [Records Retention Handbook](#) for specific guidelines on how to prepare a records retention schedule.